

**City of Seattle  
Civil Service Commission  
February 15, 2006 Minutes**

**Approved March 15, 2006**

**Call to Order:**

Commission Chair Jennifer Schubert called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Ellis H. Casson  
Commissioner Steven A. Jewell  
Glenda Graham-Walton, Executive Director  
Teresa R. Jacobs, Administrative Staff Assistant  
Gary Keese, Assistant City Attorney

**Public Comment:** No one signed up to speak

1. **Approval of November 16, 2005 Regular Meeting Minutes with Addendum:**  
The Commission reviewed the addendum to the November 16, 2005 minutes, which reflected the Commission's discussion on Settlement Agreements. Commissioner Casson moved to accept the minutes. Commissioner Jewell seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Approval of January 18, 2006 Meeting Minutes:** The Commission reviewed the January 18, 2006 minutes. Commission Chair Schubert moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
3. **Reviewing Officer Assignments:**  
Commissioner Jewell will be a Reviewing Officer in addition to Commission Chair Schubert. Reviewing officers review findings of a Hearing Officer or the Hearing Examiner and recommends whether to affirm, deny or modify the findings.
4. **Review Monthly Case Status Report:**  
The Commission reviewed the Monthly Case Status for February 2006.
5. **Appeals-New, Update & Review:**

**New Appeals:**

- **Scollan v. Seattle Department of Transportation CSC No. 06-01-001:**  
Ms. Graham-Walton updated the Commission on the appeal which alleges the Appellant was demoted and notified that the department would not adhere to a Memorandum of Agreement. The appeal was delegated to the Office of the Hearing Examiner.

- **Goadsby v. Parks CSC No. 06-01-002:** Ms. Graham-Walton updated the Commission on the appeal which alleges the Appellant's discharge was unjustifiable. The appeal was delegated to the Office of the Hearing Examiner.
- **Backmon v. Department of Planning and Development CSC No. 06-05-003:** Ms. Graham-Walton updated the commission on the appeal which alleges the department failed to comply with a previous settlement agreement re: appraisal process and procedure. Appellant also alleges performance expectations and measurement standards were not reasonable.

#### **Appeals Update:**

- **Joy (1) v. Seattle Center CSC No. 05-01-009:** Ms. Graham-Walton reported that the Commission's Decision and Order regarding this appeal was issued on February 7, 2006.
  - **Joy (2) v. Seattle Center CSC No. 05-01-010-Findings & Decision of the Office of the Hearing Examiner-Commissioner Jewell Reviewing Officer:** The Office of the Hearing Examiner presided over the appeal and submitted a decision. Commissioner Jewell was the Reviewing Officer. The Appellant did not submit a Petition of Review. Commissioner Casson moved to accept the decision of the Hearing Examiner. Commissioner Jewell seconded the motion. The motion passed. A dismissal order will be issued.
6. **Hearing Officer Resignation & Review Applications for Hearing Examiner, Pro-Tem:** Ms. Graham-Walton informed the Commission that CSC Hearing Officer Liz Ford's duties would be in abeyance until future notice. The Commission will begin the process of reviewing applications and setting up interviews to add to the pool of CSC hearing officers.
  7. **Review of Currently Proposed Rule Amendments to Commission Rules:** Ms. Graham-Walton presented rule amendments to the Commission for adoption in 2006. The Commission reviewed the amendments. Gary Keese, Assistant City Attorney will submit addition to the draft amendments regarding Public Information. Ms. Graham-Walton and Mr. Keese will go over the rules to make sure the wording is clear. The rule amendments will be published for public comment and the Commission will hold a public hearing regarding the rule amendments.
  8. **Memo Regarding Settlement Agreements:** Ms. Graham-Walton notified the Commission that she will reformat the memo regarding Settlement Agreements to correspond with that section of the CSC Rules.
  9. **Discussion of Personnel Rule 1.4.5-Employee Grievance Procedure Exhaustion Clause-Can the City require employees to exhaust internal process prior to coming to the Commission?:** Ms. Graham-Walton informed the Commission that the Personnel Rules states, but the law doesn't that *"If a regular employee exhausts this grievance procedure and remains dissatisfied with the outcome, he or she may file an appeal with the Civil Service Commission in accordance with Seattle Municipal Code Section 4.04.260."*

Ms. Graham-Walton sought advice from the Commission as to whether the Commission can legally decline to hear an appeal if an employee has not gone through this grievance procedure. Mr. Keese will research this issue further.

10. **Monthly Summit (Budget) Report:** The Commission is on target for the month of February.

**Adjournment:** Commission Chair Schubert adjourned the meeting at 10:50 a.m.

Respectfully Submitted:

Approved by:

/s/ Teresa R. Jacobs, 3/15/06

/s/ Jennifer K. Schubert, 3/15/06

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Teresa R. Jacobs  
Administrative Staff Assistant

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Jennifer K. Schubert  
Commission Chair

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Date